

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

This instruction should be filed behind the divider for Part III of DPM Chapter(s) 14
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DPM Instruction No. 14-7

SUBJECT: Performance Evaluations System (PES) Forms

Date: March 31, 2003

1. PURPOSE

The purpose of this instruction is to provide supervisors with a new and updated set of forms and instructions for performance ratings of employees under the Performance Evaluation System (PES) pursuant to Part II of Chapter 14 of the District Personnel Manual (DPM). Copies of each document outlined below are attached to this instruction.

2. AUTHORITY

These forms were created by the D.C. Office of Personnel (DCOP), which is responsible for administering the PES for agencies under the personnel authority of the Mayor.

3. FORMS

a. *Report of Performance Rating (P.O. Form 12)*

This form was revised to include a space for supervisors to document and summarize the employee's performance during the rating period and to provide written justification for the rating assigned to the employee.

b. *Letter of Warning Template*

This form was created to provide supervisors with the framework necessary for constructing a valid *Letter of Warning*, which is required for an "Unsatisfactory" rating. The template includes:

- (1) An unofficial copy of the *Report of Performance Rating* (P.O. Form 12) to accompany the *Letter of Warning*.
- (2) A warning to the employee that an "Unsatisfactory" rating could lead to removal, demotion, or a delayed salary step increase.
- (3) A checklist to document the specific job requirements that are not being met satisfactorily.
- (4) Space to explain how the employee may improve to bring his or her performance up to a "Satisfactory" level.

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

Inquiries: Performance Management Unit (202) 727-1665

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- (5) Space to describe what efforts will be made to assist the employee in improving his or her performance.
- (6) A *Postponement of Rating* addendum, which will enable the supervisors to produce a *Letter of Warning* after December 31 and postpone the employee's official rating until as late as June 30.

c. *Performance Rating Worksheet*

This form was created to provide supervisors with a tool to assist them in determining an employee's overall performance rating, as well as their ratings in each of the major factors on the P.O Form 12. The worksheet includes a workspace for manually computing an employee's rating as well a set of guidelines, which are based on specific procedures in the DPM.

4. INSTRUCTIONS

a. *Report of Performance Rating Instructions*

These instructions were revised to provide supervisors with step-by-step directions for completing the *Report of Performance Rating* (P.O. Form 12).

b. *Letter of Warning Template Instructions*

These instructions were created to guide supervisors through the process of completing the *Letter of Warning Template*.

5. CONTACT

For more information, please contact the Performance Management Unit in the DCOP at (202) 727-1665.

Judy D. Banks
Interim Director of Personnel

Attachments: Report of Performance Rating (P.O. Form 12)
Letter of Warning Template
Performance Rating Worksheet
Report of Performance Rating Instructions
Letter of Warning Template Instructions